

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT**

**Rural Business Cooperative Service
Rural Housing Service
Rural Utilities Service**

**601 Business Loop 70 West
Parkade Center, Suite 235
Columbia, MO 65203**

**(573)876-0976
FAX (573)876-0977
TDD (573)876-9480**

For Administrative Use Only

Missouri RD AN No. 1433

October 7, 2005

TO: All Rural Development Staff

FROM: Gregory C. Branum
State Director

SUBJECT: 2005 Summary Ratings and 2006 Performance Work Plans

PURPOSE/INTENDED OUTCOME: This AN is issued to provide instructions on completing the summary rating portion of SCA Form 4140, Performance Work Plan, and to provide guidance on completing the 2006 Performance Work Plan.

COMPARISON WITH PREVIOUS AN: This AN replaces Missouri AN No. 1427 dated October 4, 2004.

IMPLEMENTATION RESONSIBILITIES:

Rural Development's performance appraisal cycle is October 1 through September 30 of each year. Each employee should have a Performance Work Plan, SCA Form 4140, in place for this period and the information entered into i*CAMS. There should be at least one progress review during the appraisal cycle. Both the employee and rating official should have initialed and dated the appropriate block in Part II of SCA Form 4140 to indicate the progress review was held. The progress review should also have been entered into i*CAMS.

Supervisors are required to complete a Rating of Record on each employee. The employees' performance should be rated for each element as either "Results Achieved" or "Results Not Achieved".

An overall summary rating of Results Achieved means that the employee has met the performance expectations for each element. Please keep in mind that under this system Results Achieved is equivalent to the old Fully Successful rating. Summary ratings of Results Achieved require only the signature of the rating official and the employee. No higher level review is required and no additional documentation is needed.

The supervisor should complete Part III of the SCA Form 4140 to show Results Achieved and the employee and supervisor should both complete Part IV, Certification, in the Summary Rating Column. The Results Achieved rating should be entered into i*CAMS. The i*CAMS End Users

EXPIRATION DATE:
10-31-2005

FILING INSTRUCTIONS: Preceding
RD Instruction 2060-A

Manual provides step by step instructions for both supervisors and subordinate employees.

If an employee is not performing at the Results Achieved level in any element, the summary rating must be a "Results Not Achieved". Supervisors should not complete the rating on any employee with unsatisfactory performance. Instead, they should consult with the second line supervisor (RDM or State Director) and contact Martha Newsom in the State Office immediately for specific guidance. (A Results Not Achieved rating requires written comments to be attached to the Performance Work Plan and must be signed by the rating official and the reviewing official **prior** to presenting to the employee for signature.) "Results Not Achieved" ratings will not be entered into i*CAMS until the above is accomplished.

Supervisors should use the rating conference as an opportunity to discuss areas of performance that could be improved as well as to provide specific positive feedback. Employees should also be allowed to provide feedback during the conference. Year-end accomplishments can be a useful tool in the rating process. To allow time for receipt of the year-end numbers and for managers to meet with their employees, we are extending the deadline to complete the rating process. Supervisors should provide a copy of the completed form (with signatures) to the employee, keep a copy for their file, and forward the original to the State Office, ATTN: Martha Newsom no later than November 10, 2005.

2006 Performance Plans:

The performance elements and standards that have been provided to the Area and Program Directors should be used for FY 2006. If a supervisor needs to deviate from the elements and standards provided, please contact Martha as certain criteria must be met.

Be reminded that you can use the rating conference as an opportunity to put the new Performance Work Plans in place. However, when we receive all of our goals for FY 2006, supervisors should have another discussion to relay the expectations pertaining to the FY 2006 goals. With the implementation of the new five-tier Performance Management System, rating officials are reminded that it is especially important to inform subordinate employees of the expected levels of performance, how their duties support the desired organizational expectations, and to provide feedback throughout the appraisal period.

The 2006 Performance Work Plan should be initiated through i*CAMS but you will still need to obtain signatures after printing the form.

Reminder: Reviewing Officials (second line supervisors) must go into i*CAMS after the employee views the Performance Plan and finalize it before the system will recognize it as a completed Plan.

It is not necessary to send a copy of the 2006 plan to the State Office.

If you have any questions concerning this AN, please contact Martha.